



## **I. Request for Quotes – Roof Repair March 2023**

Agency: Cincinnati Job Corps Center  
1409 Western Avenue  
Cincinnati, OH 45214

### **This is a Subcontracting Opportunity**

#### **I. SOLICITATION**

This Request for Bid is provided for demolition services located on the center as set forth below in the SOW for the Cincinnati Job Corps Center operated by Insights Training Group, LLC under Contract number 1605JW-22-0004 with the United States Department of Labor. The extent of the work is described below.

The general conditions of the contract for this project shall be consistent with the Federal Acquisition Regulation (FAR) except as modified or amended herein. A copy of the FAR can be obtained on-line at <http://farsite.hill.af.mil/vmfara.htm>.

If it becomes necessary to make changes in quantity, specifications, delivery schedules, etc., or to correct a defective or ambiguous invitation, such changes shall be accomplished by amendment of the solicitation. Amendments shall be sent to everyone to whom invitations have been furnished.

To be considered for award, a Quote must comply in all material respects with the Request for Quotes. Such compliance enables bidders to stand on an equal footing. Bidders who do not provide the requested responses will be considered non-responsive.

Quotes should be filled out, executed, and submitted in accordance with the instructions in the invitation. If a bidder uses its own bid form(s) or a letter to submit a Quote, the Quote will be considered only if:

- (1) The bidder accepts all the terms and conditions of the invitation to quote; and
- (2) Award on the Quote would result in a binding contract with terms and conditions that do not vary from the terms and conditions of the invitation.

Quotes submitted by electronic commerce shall be considered, provided they are timely. Electronic Quotes must reference the solicitation and be sent to [bailey.sophia@jobcorps.org](mailto:bailey.sophia@jobcorps.org).

#### **1. REPRESENTATION**

##### **A. Codes**

1. The contractor shall research, and be responsible for obtaining, all regulatory, permitting, and licensing requirements.
2. All conflicts and requests for interpretation or clarification shall be submitted to the Cincinnati Job Corps Center Director.
3. The contractor shall conform to all applicable construction codes, ordinances, and regulations including the national building code used in the local area, laws and local ordinances. All work shall conform to the current regulations of the Environmental Protection Agency (EPA), and the Occupational Safety and Health Administration (OSHA). The regulations of Ohio shall prevail if they are more stringent than those of the Federal Government. Deviations and interpretations shall be subject to the approval of the Cincinnati Job Corps Center Director and the Department of Labor.
4. The contractor shall not submit plans or specifications to any local authority without the prior approval of the Cincinnati Job Corps Center Director or designated representative.

## B. Specific Requirements

The prospective offerors must take such steps as may be necessary to ascertain the nature and condition of the work, and the general and local conditions which can affect the work or cost thereof. **A Pre-Bid Conference will be held on March 20, 2023 at 10:00a.m., EST at Cincinnati Job Corps Center.** Failure to do so shall not relieve offerors from the responsibility for estimating properly the difficulty or cost of successfully performing the work.

1. **Bidders, if applicable, will be responsible for submitting any questions to the Buyer in writing by March 27, 2023 by 12:00p.m., EST Buyer will respond to all questions by all potential bidders.**
  - a. All bidders are responsible for reviewing these specifications along with all attachments thoroughly and submitting any questions regarding these specifications or work activities described below to the Buyer during the question/answer period discussed above. The Contractor that is awarded the contract will be expected to abide by under the scope of work described in these specifications completely.
2. **Quotes must be submitted by April 3, 2023 at 12:00p.m., EST.**
3. **Once awarded, Contractor must be able to start work within (5) five business days.**
4. Any proposed interruption to center operations must have prior approval from the Center Director after a minimum of 72-hour notice. The center and its buildings shall remain in operation throughout the project. All project activity and contractor access to the building interiors shall be coordinated with the center in order to minimize disruption of center operations. No work will be performed on weekends unless the contractor receives prior approval in writing from the Center Director.
5. It is the contractor's responsibility to provide any and all elements which are incidental to the functioning of the work to be provided. It is not intended that other deficiencies that are not related to the work identified in this Scope be corrected. The contractor shall limit its efforts only to the work that has been identified (including affected areas) in this Scope of Work.
6. For work scheduling, the contractor shall provide a proposed sequenced schedule to the center as part of the proposal submission.
7. All materials and hardware shall be selected for their ease of maintenance, high durability, and local availability; and shall be coordinated with those currently used by the center. Restoration of damaged elements shall be promptly executed in like materials, as a part of this contract.
8. The contractor shall be responsible for all cutting and patching incidental to the work described herein. The contractor shall promptly repair/replace any damage to structures, elements, utilities, finishes, etc., occurring due to work incorporated in this SOW, as a part of this contract.
9. The contractor shall ensure the security of operations and storage areas to preclude all breaches of security including, but not limited to vandalism and/or theft that can impact the timely and successful completion of the work. While existing center operations will be continuing during the course of the project, the contractor shall not rely on any aspect of center security to guard aspects of his operations. At no time during this project duration, up to and including the acceptance of the substantial completion walk-through, will the Cincinnati Job Corps Center accept requests for additional security measures. Insights Training Group, LLC/Department of Labor shall not be held to have incurred any liability for loss of, and/or damage to, materials, tools, and equipment of the contractor by contract or otherwise. Insights Training Group, LLC/Department of Labor shall not in any way be liable or responsible for damage or loss to work due to trespass or theft.
10. Contractor will be financially liable for all damages and/or service interruptions resulting from work being performed by Contractors employees. Cincinnati Job Corps Center Maintenance Supervisor must be notified immediately of damages or service interruptions. Any subcontractor used to make repairs or

provide service on the Contractor's behalf must be approved in advance by Cincinnati Job Corps Center Director, or designated representative.

11. The contractor shall maintain a clean and safe work area throughout the period of performance. The contractor shall, at the end of each work day, remove and secure all debris, tools, equipment and materials used. The contractor shall collect used or excess chemicals frequently and dispose of chemicals and refuse away from the center in a lawful manner. The contractor shall be responsible for all fees, permits, etc., required for waste disposal for the duration of this contract. If Contractor fails to comply with the daily removal of debris, trash, chemicals, etc. as required, Cincinnati JCC may remove and charge the Contractor the entire cost. Contractor shall not utilize Cincinnati JCC trash receptacles for debris, trash or chemicals. The contractor will prevent the spread of dust to neighboring sites and properties and avoid the creation of a nuisance or hazard in the surrounding area.
12. The contractor shall be responsible for receiving, storing, and securing of all materials, chemicals, equipment and other items to be used in accomplishing the work. Contractor's supplies and equipment may not be stored on the center unless expressly permitted by Cincinnati Job Corps Maintenance Supervisor. The contractor shall be responsible for all equipment, chemicals and materials brought onto the center to support this SOW, and shall replace lost, damaged or stolen items at its own expense.
13. The contractor and all persons employed under the contract:
  - a) Shall observe all security regulations in effect at the center;
  - b) Shall not fraternize with the students or staff of the center;
  - c) Shall not consume or transport any alcoholic beverages or drugs on the center;
  - d) Shall not transport any firearms on the center;
  - e) Shall not use the center's dumpsters
14. Persons violating the above shall be dealt with in an appropriate manner.
15. Offerors licensed in Ohio are welcomed and preferred. Licensure must be valid and current as of the time of proposal submission and for the expected duration of the task. Bidders must provide documentation validating these licensure requirements with their proposal packages.
16. The contractor is responsible for complying with the jurisdiction having authority, drawings and specifications prescribed inspection & testing and any manufacturer prescribed inspection & testing.
17. The contractor will coordinate with the Center for location of equipment and material staging areas, and for vehicle parking. Following completion, the contractor shall return the site conditions to their original state.
18. Electricity will be made available by the Center to the extent practical based on proximity to buildings and suitable electrical power connections. Connections to Center electrical power shall be by the contractor. If the Contractor requires electrical power outside of a reasonable distance from an existing building power connection, they must provide it via generator or other Contractor-supplied means.
19. Cincinnati JCC has the right to Stop Work if the Contractor fails to correct defective work as required or continually fails to adhere or perform the work in accordance with these specifications, the scope of work or contract documents. The Center Director or their representative, may order the Contractor to stop the work, or any portion thereof, until the corrections are made and acceptable by Cincinnati JCC.
20. Contractor's employees must be dressed in uniform clearly identifying them as the Contractor's employee and according to safety regulations at all times during the performance of this contract. Uniform exceptions may be presented to the Center Buyer for consideration and approval.
21. Contract Type – Fixed Price quote for Roof Repair. Prevailing wages under the Construction Wage Rate Requirement Act apply.

### C. Special Conditions

#### 1. Acceptance of "As Is" conditions

Prior to performing any work at or on an existing center, the contractor shall tour that element with the designated representative of the center for the purpose of defining the limits of the work area and establishing existing conditions. Once the center and contractor agree on the "As Is" condition the

contractor may take possession of that element for the purpose of performing the work. The Offeror shall protect all existing items within the work limits which are not specifically part of the work in the Contract and, at the completion of his work shall restore as necessary the work area to the “As Is” condition agreed to with the center prior to commencement of the work. If there is concern that the work area contains damaged elements that might appear as damage caused by the prosecution of the work, the contractor shall document the damage through memo or video tape the work area and provide a copy to the center prior to commencing any work. The center may make its own video of conditions, if desired.

## **2. Contractors’ possession of the work**

Once the contractor accepts the work area(s) and the “As Is” conditions (item 1 above), the contractor is responsible for protecting and insuring everything within the work area against damage and harm. Only when the center executes a substantial completion certificate for the work completed in a specific work area will the contractor be relieved of responsibility for the protection of that work area.

### **D. Schedules and Delays**

The contractor shall, upon acceptance of award, perform the work in accordance with the Scope of Work, and start work on a date and time as set forth in the SOW within 5 (five) business days. A finalized schedule will be submitted and accepted prior to the issue of the Notice to Proceed (NTP) by the center. All work, including punch list items, shall be completed as set forth in the SOW.

The contractor shall immediately notify the center of any expected delays in the acquisition of materials which may delay the completion of the project. Should this impact the approved schedule, the contractor shall adjust the schedule and resubmit it for center approval. No extensions in time will be granted unless the modified schedule is approved in advance by the center.

## **II. INSTRUCTIONS – BID SUBMISSION REQUIREMENTS**

All offerors must address the items listed below in their submission in order to be determined technically acceptable. Failure to address these requirements will result in the offeror being deemed unresponsive.

1. Offerors must provide evidence of licenses and certifications to perform the scope of work.
2. Offerors must not be excluded from competing on government contracts. Verification will be completed through the SAM portal.
3. Offerors shall submit a fixed price quote based upon the SOW and Extent of Work outlined in the Schedule. Labor and materials cost must be detailed in the response.
4. If the base bid is equal to or greater than \$150K Performance and Payment Bonds are required. Upon receipt of the intent to award letter, the bidder shall deliver bonds within ten (10) business days.
5. A proposed schedule to complete all work in accordance with the statement of work must be provided.
6. The contractor must include with his/her quote, conformance to the latest Construction Wage Rate decisions for Cincinnati, OH through the submission of the SF-1413.
7. A minimum 90-day bid guarantee is required.
8. The contractor must include a listing of the valid and current credentials for all staff assigned to perform the work. The credentials should demonstrate the vendor’s ability to successfully perform the SOW.
9. The contractor shall provide a list of similar projects completed by its firm within the last five years and a list of references, including owners' names, addresses, email and telephone numbers. All firms submitting quotes for this project shall have no less than five consecutive years of relevant experience.
10. This project is sales/use tax-exempt.
11. Offerors must provide a warranty covering all materials, workmanship, and labor. Warranty period must be consistent with industry standards and norms.

12. Contractor shall provide a certificate of insurance naming Insights Training Group, LLC – Cincinnati Job Corps Center as an additional insured, per Section IV - insurance requirements.
13. Contractor must accept purchase orders with net terms.
14. Contractor must provide a completed New Vendor Profile (Sample in Attachments) & W-9.

### **III. SCOPE OF WORK (SOW):**

This Statement of Work describes general and specific services for the maintenance, repair, and construction for Cincinnati Job Corps Center in Ohio.

#### Roof Repair (Internet Café) SOW

Contractor shall:

1. Provide and install new ½” OSB complete with 2x4 and 1x4 wood nailers above gutter trough ledge, just above internet café wall (this should total 35’x 13” width) detail.
2. The gutter trough shall be eliminated.
3. Install new 20” wide EPDM membrane curb wrap
4. Install new custom fabricated metal apron flashing along perimeter edge of ledge
5. Install 1” aluminum termination bar along brick wall detail
6. Cleanup and haul away from premises all project related debris

Main Building 1 (built in 1897) is listed on the OHIO State Historic Preservation Register and thus must be protected under the 1996 NHPA Preservation Law.

Do not proceed with ordering materials and/or construction before obtaining concurrence from the State Historic Preservation Office (SHPO).

Contractor shall obtain Installation and Material Warranties from the Manufacturer, and a 1-Year Installation and Workmanship Warranty shall be provided by the Contractor. Warranties shall be provided prior to final payment.

### **IV. INSURANCE**

Prior to starting any work, the contractor shall show proof of required insurance, in amounts to cover risk or as required by statute, including:

- Bodily Injury Liability - \$500,000 each person; \$1,000,000 each occurrence and will include coverage for owned, non-owned, and hired vehicles.
- Property Damage Liability - \$500,000 each accident; \$500,000 aggregate.
- Workers Compensation and Employer’s Liability – Amounts in coverage as required by the District of Columbia compensation laws or union agreements. Employer’s liability at least \$500,000 each accident. Amount shall remain in effect for a minimum of one year from the time of substantial completion, but in no event less than the time required to complete all warranty work.
- Umbrella Liability – \$5,000,000.00 each occurrence.

Once awarded, Contractor must maintain and keep current the above limits for the entire period of performance. It is the contractor’s responsibility to provide a new and/or replacement Certificate of Insurance at least (15) fifteen days prior to the expiration of such policy. Contractor must give CJCC at least (30) thirty days’ prior written notice of cancellation or termination of coverage.

### **V. EVALUATION FACTORS FOR AWARD:**

1. Insights Training Group, LLC anticipates the award of a single contract as a result of this solicitation to the responsible Offeror whose proposal meets the needs of the solicitation, adequacy and availability of candidates, credentials and related experience, and is determined to be the lowest price.

2. Invitations may be cancelled and all quotes rejected before award when:
  - All otherwise acceptable bids received are at unreasonable prices, or only one bid is received and the contracting officer cannot determine the reasonableness of the bid price;
  - The bids were not independently arrived at in open competition, were collusive, or were submitted in bad faith (see Subpart 3.3 for reports to be made to the Department of Justice);
  - No responsive bid has been received from a responsible bidder;
  - For other reasons, cancellation is clearly in the company's best interest.

## **VI. ACCEPTANCE OF WORK:**

### **1. SUBSTANTIAL COMPLETION**

Substantial completion of the work is defined herein as the point at which the work is complete in all respects except for a few minor items which are to be listed on the contractor's punch list. With the issuance of a substantial completion certificate executed by the center and the contractor, the center will occupy/take possession of the work. Prior to the issuance of an executed substantial completion certificate the contractor shall have had all tests completed, witnessed and approved by the center's authorized representative. The provision of all required training, operating and maintenance manuals and other such requirements specified in this Scope of Work shall be a prerequisite to the contractor's notification requesting a substantial completion walk-through.

The contractor shall notify the center in writing at least seven calendar days prior to the estimated date of substantial completion and request a substantial completion walk-through. The letter shall include a dated punch list as developed by the contractor. The purpose of the walk-through is to review the contractor's list for accuracy and to identify any additional items needing completion prior to final acceptance. The contractor, shall, upon receipt of a substantial completion punch list, correct his work as required within 7 calendar days or until acceptable to the center. The substantial completion walk-through shall be performed by the Center Director and/or the designated representative.

### **2. FINAL INSPECTION**

The contractor shall inform the center in writing at least three days prior to the estimated date of the completion of the work and request a final acceptance inspection.

The contractor shall guarantee all workmanship done under this Scope of Work for a period consistent with industry standards and norms for storefront doors installed in residential and food service facilities prior to final payment, the contractor shall deliver to the center and release of liens by all subcontractors and material suppliers associated with this project.

## **VII. EXTENT OF WORK**

### **1. Testing and Inspection**

- A. The Contractor is responsible for all inspection and testing.
- B. All tests and inspections shall be documented by certified written reports and test results. The contractor shall distribute copies of all testing and inspection reports to the Cincinnati Job Corps Center.

### **2. Adherence to the Scope of Work**

- A. Although this scope of work identifies specific elements it is the contractor's responsibility to provide any and all elements which are incidental to the functioning of the work to be provided. It is not intended for other deficiencies not related to the work identified in Section III to be corrected. The contractor shall limit its efforts only to the work identified in this scope of work.

## **VIII. PROJECT REQUIREMENTS & SPECIFIC CONDITIONS OF THE AGREEMENT:**

### **1. Codes**

In accordance with the Scope of work, the contractor shall obtain all applicable permits and comply with all applicable building and safety codes, ordinances and regulations which are informed by City, County, State or relevant Federal agencies. OSHA and EPA regulations shall also apply.

All conflicts and requests for interpretation or clarification regarding permits and codes shall be submitted in writing to the Buyer, Cincinnati Job Corps Center.

## 2. **Construction Wage Rate Requirement**

This project is subject to the provisions of the CWRR – Construction Wage Rate Requirement formerly known as the Davis-Bacon Act for construction work on a federally funded Job Corps center. Accordingly, the contractor shall be required to conform to the latest wage rate decision for the locality from one of the two sources below.

**General Decision Number: 2015-4719, revision #21, dated 6/27/2022**

<https://sam.gov/wage-determination/2015-4719/21>

**Davis-Bacon Act WD # OH20220082, Modification #11, dated 10/21/2022**

<https://sam.gov/wage-determination/OH20220082/11>

**General Decision Wage Rate codes that would apply to this project will need to be determined in discussions with the Project Manager before finalizing the fixed price quote.**

The Workforce Investment Act (WIA) imposed CWRR labor standards upon contractors and subcontractors. It provides that all laborers and mechanics employed by contractors and subcontractors in any construction, alteration or repair, including painting and decorating of projects, buildings, and works which are federally assisted under this Act, shall be paid wages at rates not less than those prevailing on similar construction in accordance with CWRR. The contractor shall provide proof of compliance with wage rate and fringe percentage if requested by the Purchasing Agent and certification that employees are being paid according to payroll records. The Certified Payroll Records shall be submitted to the Purchasing Agent using the sample form in Attachment 4.

The current form and instructions for using the form (wh347 dated 2008), and obtaining a fill able PDF of the form, can be obtained on the web at <http://www.dol.gov/whd/forms/wh347instr.htm>. The contractor shall submit a copy of all weekly payroll forms with each invoice for payment, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper CWRR prevailing wage rate for the work performed if required. The Purchasing Agent will compare the payroll record with the daily visitor sign in log. Any discrepancies between the payroll record and the center log shall be reconciled by the Contractor before a progress payment will be made. The Contractor shall be required to post bilingual (English, Spanish) signs in prominent locations at the project site informing all workers of their right to CWRR wages.

## 3. **Invoicing/Certified Payroll**

Invoices shall be rendered by Contractor with net terms. Weekly certified payroll must accompany every invoice in order to be accepted. Net terms begin upon review and acceptance of certified payroll. Cincinnati JCC reserves the right to withhold payment due to contractor until the vendor provides compliant certified payroll and required documents.

## 4. **Indemnification**

To the fullest extent permitted by law, Subcontractor shall defend, indemnify and hold harmless Insights Training Group, LLC, U.S. Department of Labor, Parsons and its stockholder, employees, technical advisors, agents, successors and assigns from and against all claims, damages, losses, and expenses, including but not limited to attorney fees, or actions in respect thereto, whether caused by that its negligence or intentional acts or omissions, arising out of or resulting from the performance of its (or its employees, contractors, or agents) work under this Agreement. This indemnification shall include claims for property damage, and for loss or expense attributable to personal injury, sickness, disease, or death or injury or destruction of tangible and non-tangible property including the loss of use resulting there from. Neither party shall be responsible for failure

to perform under this Agreement due to circumstances beyond its control. This clause shall survive the term of this Agreement.

**5. Facility Operating Hours**

The center shall remain in operation at all times throughout period of performance. All project activity shall be coordinated with the Maintenance Supervisor in order to minimize disruption to center operations. All anticipated interruptions to center operations shall have prior approval from the Maintenance Supervisor at least 36 hours in advance of the interruption.

**6. Supervision and Discipline**

The Contractor shall provide a competent supervisor, or lead person who is qualified, certified, and capable of overseeing activities and authorized to act on behalf of the contractor and direct the work. The contractor's employees shall conduct themselves in an orderly manner and adhere to all the center rules and regulations. Contractor shall be responsible for all precautions as may be necessary to fully protect their work both during its execution and until its final acceptance or the Contractor shall be held responsible for all damages incurred. Contractor shall be responsible to Cincinnati JCC for the acts and omissions of their employees, subcontractors and their agents and employees, and other persons performing any of the work under a contract with the Contractor or on behalf of the Contractor.

The Center and Insights Training Group, LLC reserve the right to direct the removal of any Contractor's employee for conduct in violation of center regulations or conduct which is deemed detrimental to the center operation.

**7. Supplies/Chemicals**

The contractor shall provide all supplies, parts, materials, equipment and chemicals needed to perform the SOW. Contractor is responsible for monitoring and safety storing chemicals while conducting work on center. Contractor must provide a copy of all Materials Safety Data Sheets (MSDS) for all products used on center to Center Buyer. Contractor must also maintain a copy of all MSDS sheets while on center. These sheets must be made available upon request by Cincinnati Job Corps staff. Contractor shall ensure all supplies and chemicals are environmentally friendly. Contractor will maintain a log of chemical applications made by employees. The log will note all application locations, amounts applied and dates of application. Entries into the log will be noted and made part of the weekly service report provided to the Maintenance Supervisor. Chemical use around pool, storm drains or any water is not allowed.

**8. Changes in the Work**

Minor changes in the work that, the Center or Contractor may recommend and, do not involve adjustment to the Contract Sum or the Performance time shall be made through written instruction from the Purchasing Agent authorizing the Contractor to proceed with the agreed upon changes.

Changes in the work that do involve adjustment to the Contract Sum or the Performance time or both are Contract modifications that shall be executed as Change Orders on AIA Document G 701 or equivalent. Reference the Federal Acquisition Regulation (FAR) 52.243-4. For Contract modifications requested by the Center or initiated by the Contractor, the Contractor shall prepare and submit for approval, a change order proposal. Procedures for preparing and processing change order proposals shall be as follows:

- The proposal shall include a statement outlining the reason for the change, i.e. unforeseen conditions, product substitution, and complete description of the change.
- Include a list of quantities of products to be purchased and unit costs. Indicate the amount of trade discounts.
- If product or system substitution is being requested, provide complete supporting data from both specified product/system and proposed substitute product/system for evaluation by the Center. Provide additional information to substantiate products and/or systems are equal or better with respect to this project application.
- Include a statement indicating the effect the proposed change will have on the Contract performance time (number of days added or deleted) and construction schedule.
- Show the total cost of the proposed change in such change order proposals that increase the contract.



- When the Center and the Contractor both agree to the change request as proposed or as modified, the Purchasing Agent will issue a Contract modification, Change Order for the Contractor's signature and the Center Director's signature, approving the change.

The Contractor is responsible to keep the work progressing on schedule. Requests from the Center for changes in the work and change order proposals are for information only and shall not be considered as instruction to stop work in progress, or to commence work on the requested change.

## **IX. PERIOD OF PERFORMANCE**

Services shall begin (5) five business days from award. A schedule for completion will be requested and negotiated.

## **X. Attachment 1 – Contract Clauses by Reference**

This contract incorporates one or more clauses by reference, with the same force and affects as if they were given in full text. Upon request, the Buyer shall make their full text available. General terms and conditions are made part of this agreement – copies are available at: [www.Insightsllc.net](http://www.Insightsllc.net)

## **XI. Attachments 2-5**

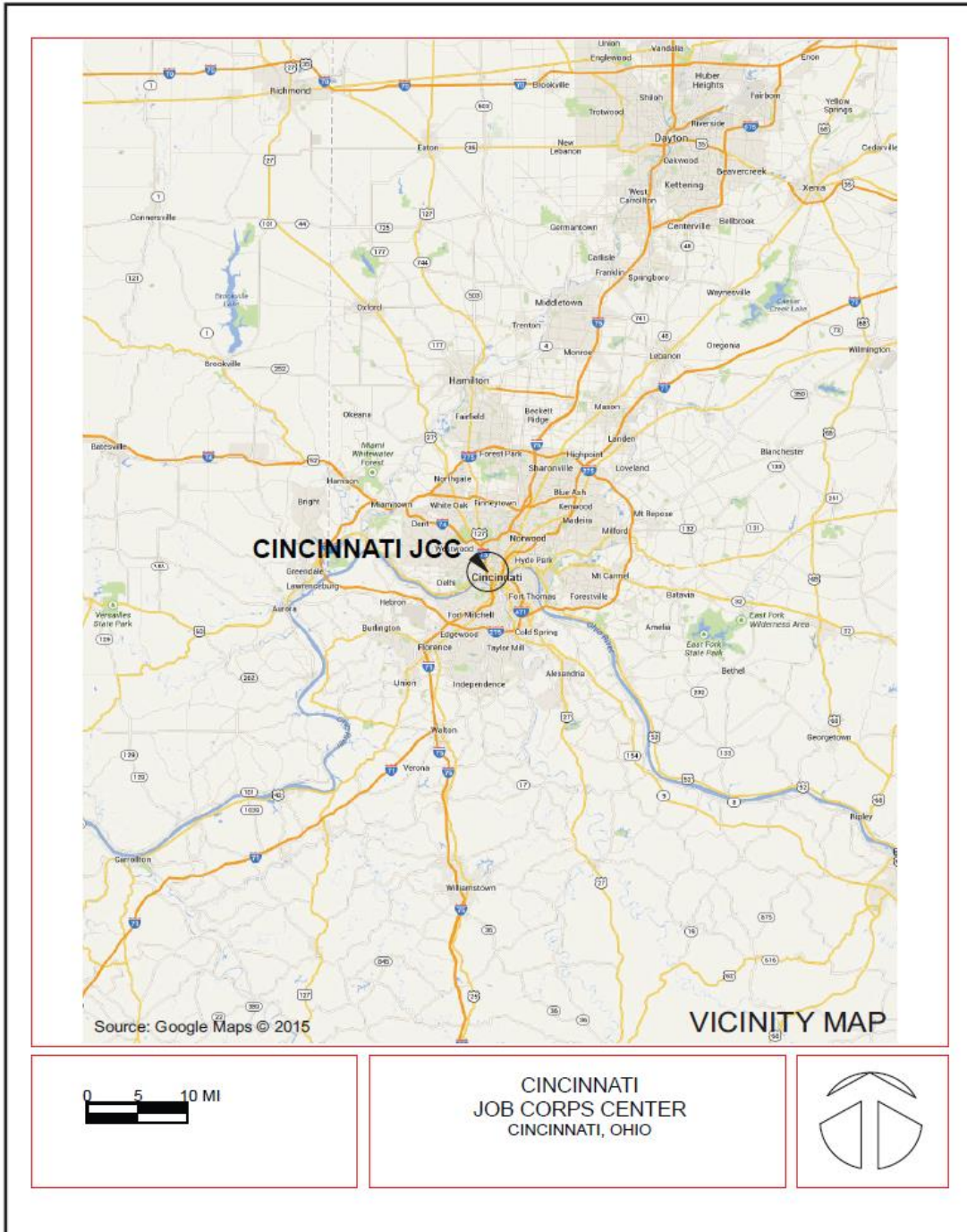
Attachment 2: Vicinity Map

Attachment 3: Site Plan

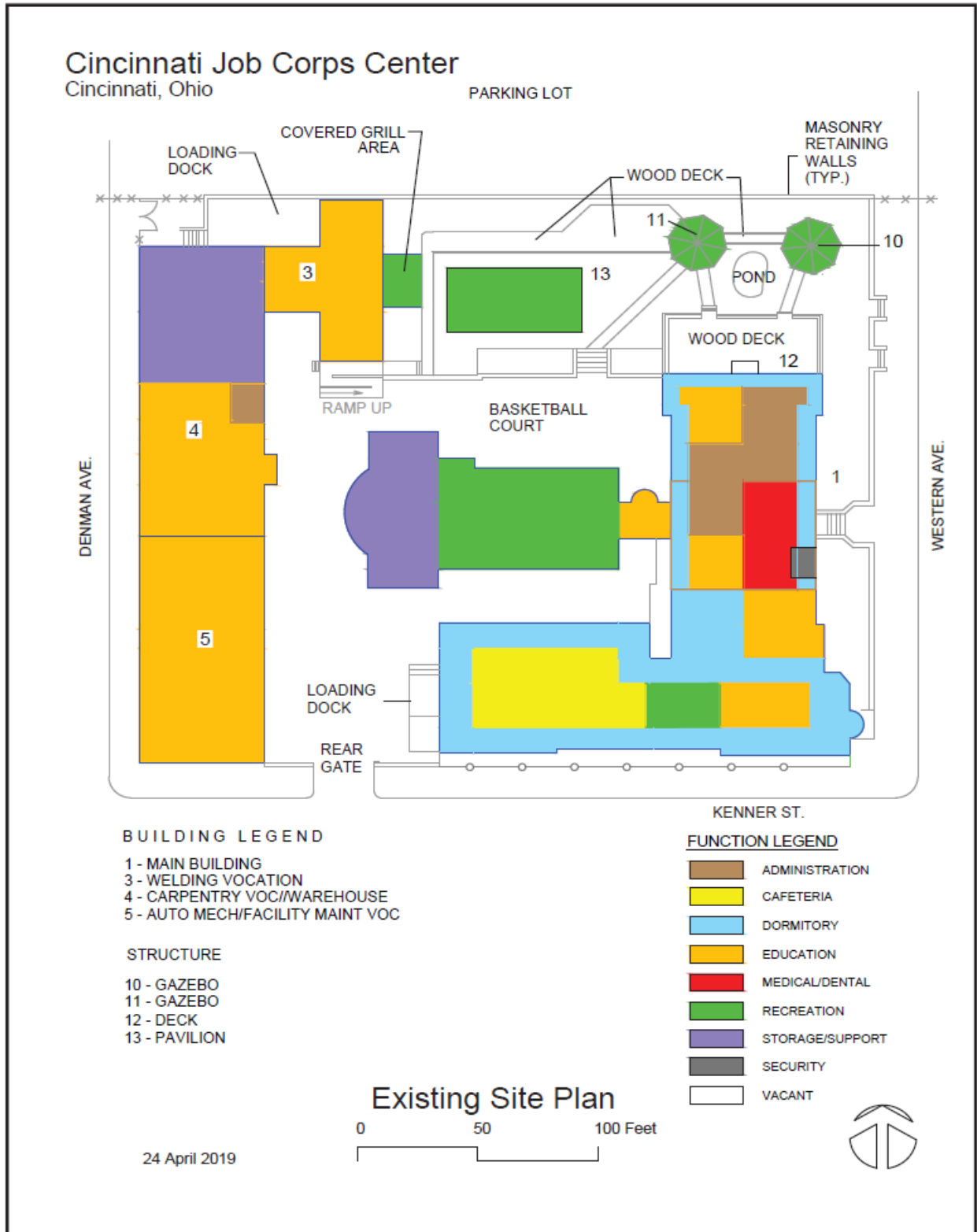
Attachment 4: Sample Service Contract Weekly Certified Payroll

Attachment 5: Sample New Vendor Form

## 2. VICINITY MAP




### 3. SITE PLAN



# 4. SAMPLE SERVICE CONTRACT WEEKLY CERTIFIED PAYROLL FORM

**U.S. Department of Labor**  
Employment Standards Administration  
Wage and Hour Division

**PAYROLL**  
(For Contractor's Optional Use; See Instructions at [www.dol.gov/esa/whd/forms/wh347instr.htm](http://www.dol.gov/esa/whd/forms/wh347instr.htm))  
*Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.*



**WHD**  
U.S. Wage and Hour Division  
Rev. Dec. 2008

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NAME OF CONTRACTOR OR SUBCONTRACTOR

ADDRESS

OMB No.: 1215-0149  
Expires: 12/31/2011

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PAYROLL NO.

FOR WEEK ENDING

PROJECT AND LOCATION

PROJECT OR CONTRACT NO.

| (1)<br>NAME AND INDIVIDUAL IDENTIFYING NUMBER<br>(e.g. LAST FOUR DIGITS OF SOCIAL SECURITY<br>NUMBER) OF WORKER | (2)<br>NO. OF<br>EMPLOYERS | (3)<br>WORK<br>CLASSIFICATION | (4) DAY AND DATE |   |   |   |   |   |   | (5)<br>TOTAL<br>HOURS | (6)<br>RATE<br>OF PAY | (7)<br>GROSS<br>AMOUNT<br>EARNED | (8) DEDUCTIONS |   |   |   | (9)<br>NET<br>WAGES<br>PAID<br>FOR WEEK |   |   |   |   |   |   |
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|   |                            |                               |                  |   |   |   |   |   |   |                       |                       |                                  |                |   |   |   |   |   |   |   |   |   |   |
|   |                            |                               |                  |   |   |   |   |   |   |                       |                       |                                  |                |   |   |   |   |   |   |   |   |   |   |

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) contractors and subcontractors performing work on Federally financed or assisted construction contracts to "submit weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) regulations at 29 C.F.R. § 5.5(a)(3)(i) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Public Burden Statement

We estimate that it will take an average of 55 minutes to complete this collection, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U.S. Department of Labor, Room 53502, 200 Constitution Avenue, N.W., Washington, D.C. 20210

(over)

# SAMPLE SERVICE CONTRACT WEEKLY CERTIFIED PAYROLL FORM, cont.

Date \_\_\_\_\_

I, \_\_\_\_\_ (Name of Signatory Party) \_\_\_\_\_ (Title)

do hereby state:

(1) That I pay or supervise the payment of the persons employed by

\_\_\_\_\_ (Contractor or Subcontractor) on the

\_\_\_\_\_ (Building or Work); that during the payroll period commencing on the

\_\_\_\_\_ day of \_\_\_\_\_, and ending the \_\_\_\_\_ day of \_\_\_\_\_, all persons employed on said project have been paid the full weekly wages earned, that no rebates have been or will be made either directly or indirectly to or on behalf of said

\_\_\_\_\_ from the full \_\_\_\_\_ (Contractor or Subcontractor)

weekly wages earned by any person and that no deductions have been made either directly or indirectly from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 C.F.R. Subpart A), issued by the Secretary of Labor under the Copeland Act, as amended (49 Stat. 948, 63 Stat. 106, 72 Stat. 967; 76 Stat. 357; 40 U.S.C. § 3145), and described below:

(2) That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for laborers or mechanics contained therein are not less than the applicable wage rates contained in any wage determination incorporated into the contract; that the classifications set forth therein for each laborer or mechanic conform with the work he performed.

(3) That any apprentices employed in the above period are duly registered in a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, United States Department of Labor, or if no such recognized agency exists in a State, are registered with the Bureau of Apprenticeship and Training, United States Department of Labor.

(4) That:

(a) WHERE FRINGE BENEFITS ARE PAID TO APPROVED PLANS, FUNDS, OR PROGRAMS

— In addition to the basic hourly wage rates paid to each laborer or mechanic listed in the above referenced payroll, payments of fringe benefits as listed in the contract have been or will be made to appropriate programs for the benefit of such employees, except as noted in section 4(c) below.

(b) WHERE FRINGE BENEFITS ARE PAID IN CASH

— Each laborer or mechanic listed in the above referenced payroll has been paid, as indicated on the payroll, an amount not less than the sum of the applicable basic hourly wage rate plus the amount of the required fringe benefits as listed in the contract, except as noted in section 4(c) below.

(c) EXCEPTIONS

| EXCEPTION (CRAFT) | EXPLANATION |
|-------------------|-------------|
|                   |             |
|                   |             |
|                   |             |
|                   |             |
|                   |             |
|                   |             |
|                   |             |
|                   |             |
|                   |             |
|                   |             |

REMARKS:

|                |           |
|----------------|-----------|
| NAME AND TITLE | SIGNATURE |
|----------------|-----------|

THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. SEE SECTION 1501 OF TITLE 18 AND SECTION 251 OF TITLE 31 OF THE UNITED STATES CODE.

## 5. Sample New Vendor Profile



# New Vendor Registration Profile

(Please Print or Type)

### COMPANY INFORMATION

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_  
Street City/State Zip County

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

EIN \_\_\_\_\_ DUNNS# \_\_\_\_\_

### REMIT PAYMENTS TO (Leave blank if same)

Address \_\_\_\_\_  
Street City/State Zip County

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Payment Terms \_\_\_\_\_ Credit Card Payments Accepted?  Yes  No

### TYPE OF BUSINESS (Check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> Large (LG)                         | <input type="checkbox"/> Woman-Owned Small Business (WOSB)                      |
| <input type="checkbox"/> Small Business (SB)                | <input type="checkbox"/> Veteran-Owned Small Business (VOSB)                    |
| <input type="checkbox"/> Small Disadvantaged Business (SDB) | <input type="checkbox"/> Service-Disabled Veteran-Owned Small Business (SDVOSB) |
| <input type="checkbox"/> HubZone Small Business (HUB)       | <input type="checkbox"/> Other:(Specify) _____                                  |

Description of Products or Services:

Under Section 16 of the Small Business Act and Title 13 of the Code of Federal Regulations, any person of concern that knowingly misrepresents the small business size status of a person or concern in connection with the federal government subcontracting opportunities is subject to penalties, including fines, imprisonment and debarment.

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Return to:

1409 Western Ave, Cincinnati, OH 45214-2041 - Phone:513-651-2000  
[www.insightslc.net](http://www.insightslc.net) • [www.cincinnati.jobcorps.gov](http://www.cincinnati.jobcorps.gov)

FORM 500